



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
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StaO 6240.3A

Medical

27 JUN 2001

STATION ORDER 6240.3A

From: Commanding General
To: Distribution List

Subj: FOOD SAFETY TRAINING PROGRAM

Ref: (a) SECNAV INSTRUCTION 4061.1D
(b) NAVMED P-5010-1, Manual of Naval Preventive Medicine, Chapter 1, Food Safety (NOTAL)
(c) Food Code, Recommendations of the United States Public Health Service Food and Drug Administration (NOTAL)
(d) NAVEDTRA 130, Task Based Curriculum Development Manual (NOTAL)
(e) BUMED Curriculum Development: Technical Education and Training (NOTAL)
(f) NAVSUP P-520, Enlisted Dining Facility Master at Arms Handbook (NOTAL)

1. Purpose. To establish a standard food safety training program for all food employees assigned to Marine Corps Air Station (MCAS) Miramar.

2. Background. Reference (a) directs commands with environmental health officers, preventive medicine technicians, and the "person in charge" to conduct their own food safety training courses.

3. Cancellation. StaO 6240.3.

4. Definitions

a. "Food safety instructors" include:

(1) Environmental health officers.

(2) Preventive medicine technicians.

(3) Independent duty corpsmen (requalified every three years).

(4) Military (E-5 and above) and civilian graduates of an approved supervisor/manager food course, e.g., National Restaurant Association (ServSafe®); or the Educational Testing Service Association.

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b. "Food employee" refers to an individual working with unpackaged food, food equipment or utensils, or food contact surfaces.

c. "Person in charge" refers to the individual present at the food establishment who is responsible for its operation.

d. "Food establishment" refers to the operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption. Reference (b), Section 1-3, further defines facilities included and excluded from this definition.

4. Scope

a. Individuals designated as the person in charge have additional responsibilities for supervision, training and knowledge; therefore, specific training outlined in paragraph 6 is required.

b. Temporary food employees assigned to a food establishment for 30 days or less will receive two hours initial training by the person in charge or other qualified individual. This training/ orientation shall concentrate primarily on personal hygiene, the role of the food employee in preventing contamination of food and food contact surfaces, and cleaning and sanitizing food contact surfaces. Command emphasis will focus on thorough, initial and on-the-job training and supervision.

c. Training shall be provided to food employees employed for periods greater than 30 days and should not be limited to this requirement. All food employees shall receive continuous, on-the-job training and instruction by supervisors (military and civilian).

5. Responsibilities. Commanding Officers of Navy and Marine Corps activities are responsible for accomplishing a food safety training program meeting the minimum standards set forth in this Order.

6. Training. Reference (b) renders competency requirements for each food employee. A portion of the training will be presented in the food establishment to demonstrate correct and incorrect usage of food service equipment and utensils. Documentation of training shall include current lesson training guides (LTGs).

a. All food employees will receive a minimum of four hours initial food safety training within the first 30 days of employment and annually thereafter. This period of instruction is not required to be taught in a consecutive four-hour block of time.

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b. An 18-hour supervisor/manager food safety-training course is required for all personnel designated as a "person in charge" within 30 days of that assignment. A refresher supervisor/manager course is required every three years. Course curriculum includes microbiology of foodborne illness, personal hygiene/health requirements, food preparation and serving, hazard analysis critical control points (HACCP), inspection and storage of food, warewashing, pest control in food establishments, cleaning and sanitizing of food service equipment, personnel and equipment safety, and instructor techniques.

(1) Temporary food employees assigned for 30-days or less will receive two-hours initial training and orientation prior to handling food.

(2) Bartenders that do not prepare food shall receive one-hour of initial food safety training.

7. Sources

a. Initial and annual food safety training may be obtained from:

(1) Navy Environmental and Preventive Medicine Units (NAVENPVNTMEDUs).

(2) Preventive medicine services at Bureau of Medicine and Surgery (BUMED) commands.

(3) Preventive medicine technicians.

(4) Independent duty corpsmen (recertified every three years).

(5) Environmental health officers.

(6) Navy food management teams.

(7) Successful military (E-5 and above) and civilian graduates of an 18-hour supervisor/manager food safety training course.

(8) When approved by the local Naval preventive medicine authority, civilian programs such as the National Restaurant Association (ServSafe®), or the Educational Testing Service Program.

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b. The 18-hour supervisor/manager food safety training course will be obtained by attending a course at one of the NAVENPVNTMEDUs. Geographic areas of responsibility for each unit are found in reference (a). Other elements, e.g. BUMED geographic commands, or Navy food management teams, desiring to provide supervisor/manager food safety training will have written approval from their area Navy Environmental and Preventive Medicine Unit. Equivalent civilian training courses, e.g., National Restaurant Association (ServSafe®), or the Educational Testing Service Program are acceptable when authorized by the area NAVENPVNTMEDU. Successful graduates of this training course will be recertified every 3 years. A letter of completion shall be issued to graduates for their training records.

8. References. References (b) and (c) will be used as standard teaching guides. Training programs will be presented using lesson training guides (LTGs). References (d) and (e) provide information for preparing LTGs. Reference (f) provides professional guidelines for effectively orienting, motivating, and directing food employees.

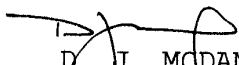
9. Action

a. Commanding Officers of Navy and Marine Corps activities, will issue directives and/or guidelines as necessary to implement this instruction. Military and civilian managers (Navy and Marine Corps) of clubs, messes, DoD commissary stores on Navy and Marine Corps installations, and exchange facilities will ensure compliance with this instruction by providing the local Navy preventive medicine authority with rosters of personnel requiring training, cooperating in scheduling classes, and assuring personnel attend the scheduled courses. Training requirements specified in this instruction shall be included in written contract agreements of contract food employees.

b. Food Safety Training Certification, NAVMED 4061/1, will be issued to all military and civilian personnel upon completion of initial training. Annual refresher training is recorded on the reverse side of the certificate. These certificates need only be signed by the instructor. All certificates will be maintained in the custody of the supervisors and verified by Navy preventive medicine authority personnel on routine sanitation inspections.

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10. Forms. BUMED 4061/1, Food Safety Training Certificate, stock number 0105-LF-204-3025 and MSC 12310/3, Sea Service and Training Record, stock number 0104-LF-170-5301 are available in the Navy Supply System and may be requisitioned per NAVSUP P-2002.


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